



Job Posting  
**Public Works Administrative Support**  
Competition #2024- 02

The Town of Penetanguishene is a picturesque bilingual community with a population of approximately 10,000, located on the southerly tip of beautiful Georgian Bay. The Public Works Administrative Support, Provides general administrative support to the Public Works Department which includes the three divisions (Water Division, Wastewater Division, and Roads Division).

**Duties include but are not limited to:**

- Provides telephone and general reception for the Public Works Department. Responds to general inquiries, screen calls, re-routes if appropriate and/or takes messages. Arranges appointments and coordinates meetings for the Director of Public Works and other Department staff as may be required.
- Provides administrative support for the Director of Public Works and the Public Works Department staff as may be required, including preparation of correspondence, circulation of documents, maintaining files for Water and Public Works, filing general correspondence for Water and Public Works and confidential material, preparing statistical reports, ordering parts and supplies, ensuring office equipment is repaired, and forwarding maintenance requests to Facilities Managers or outside contractors as may be required and ensuring the work orders for Water and Public Works are created, and accurate.
- Codes Accounts Payable, verifies supplier's monthly statements and follows-up on outstanding invoices. Prepares payment certificates for projects on an as needed basis.
- Reviews bi-weekly payroll time sheets for Public Works Department staff. Ensures that personnel-related records are forwarded to Human Resources for processing and filing.
- Performing year end reports and documents for the following programs – Fuel Rebate, Energy Audit, licenses renewal for the following licenses CVOR, Mechanics and HWIN, and preparing the Transit Statistics reporting for the Ministry, KPIs yearly report, and performing year-end filing for Water and Public Works Departments.

**Required Qualifications:**

- Secondary School education and some college or equivalent courses in business or office administration.
- AMCTO Municipal Administration Program would be considered an asset.
- Five (5) to seven (7) years' experience in a similar role, preferably in a Municipal environment.
- Bilingualism (English & French) would be considered an asset.
- A working knowledge of GIS and CAD systems would be considered an asset.
- Requires superior computer skills including word processing/spreadsheet software, internet and email programs, records management software and related office equipment.
- Must have excellent telephone manners, public relations, and interpersonal skills.
- Must have excellent organizational, verbal, and written communication skills.
- Must recognize when matters are confidential and exhibit discretion.
- Must be able to deal with multiple competing priorities.
- Knowledge of Occupational Health and Safety related legislation and practices is required.

**Compensation:** The current pay for this position is \$28.97 - \$33.88 per hour, based on a 35-hour workweek. The Town offers a competitive benefits and pension package. This position is unionized with CUPE 2380.08

Interested individuals are asked to forward their resume and cover letter no later than **4:30 p.m. on January 24<sup>th</sup>, 2023** to the Human Resources Department by email [hr@penetanguishene.ca](mailto:hr@penetanguishene.ca).

The Town of Penetanguishene is committed to an inclusive, barrier free environment. Accommodation will be provided in all steps of the hiring process. Please advise the Town's Human Resources Department if you require any accommodations to ensure that you can participate fully and equally during the recruitment and selection process.

We thank all applicants for their interest, however, only those selected for an interview will be contacted. In accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, personal information collected will only be used for candidate selection.